

LEGISLATIVE ACCOUNTS MAINTENANCE SUPERVISOR

DEFINITION: Under general supervision, performs skilled accounting work of moderate difficulty in providing first line supervision of employees involved in the performance of accounts maintenance work in assigned area of the Office of the Speaker and the Navajo Nation Council; reviews financial documents for accuracy and completeness; ensures responsibilities are performed in the most efficient and timely manner and in compliance with applicable policies and procedures; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, assigns, supervises and coordinates the accounts maintenance activities in assigned area i.e., financial assistance, travel authorization and reimbursements, meeting claims, time/roll call sheets, etc.; monitors all functions and accounts in assigned area; ensures expenditure controls and compliance with funding and reporting requirements; responds to requests for information based on knowledge of the financial assistance, travel, meeting claims and accounts payable procedures; participates in the review of policies and procedures and assists in the development and revision of policies and procedures to streamline, improve and expedite expenditures within the Legislative Branch; conducts performance appraisals; provides general assistance to the Legislative Financial Advisor.

Oversees the preparation and processing of financial assistance requests, travel authorizations and reimbursements and meeting claims; receives and reviews requests/claims for completeness, accuracy of computation; verifies information provided; ensures funds are available and compliance with established procedures prior to submitting for approval by supervisor; enters pertinent information into database for approved requests/claims; calculates amounts; prepares data entered for transmittal to the Nation's Financial Management Information System (FMIS) and appropriate office to generate checks; ensures accurate entry of transactions to accounting system; maintains record of all transmittals to FMIS; creates and maintains ledgers; reviews statements of accounting information and other reports provided by the Nation's general ledger accounting system; maintains balance of funds; provides statistical analysis and financial reports on accounts; develops and maintains an automated and/or manual ledger for all expenditures.

Reviews daily financial reports; verifies all vouchers for payment; reviews various commitments and obligation documents; oversees maintenance of disbursement record retention; performs skilled accounting tasks involving the application of bookkeeping principles to the maintenance of financial accounts and records that includes posting to payable records, performs basic arithmetic computations and enters data to records of original entry; picks up checks on a daily basis; submits roll call sheets; verifies information to ensure that there are no overpayments or double payments; prepares necessary justification for all stale dated checks or checks being returned for void or re-issuance; prepares monthly reports by entities, corporations and individuals to ensure compliance with performance measures established for the Office of the Speaker.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems.

Knowledge of Navajo Nation, Federal and State laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, budgeting and accounting.

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Knowledge of modern office procedures and practices, used in accounting transactions, including record keeping and data security methods and techniques.

Knowledge of supervisory methods and techniques.

Skill in operating and developing computer databases and spreadsheet files.

Skill in reviewing and analyzing a variety of accounting records and reports necessary to document the receipt, allocation, and distribution of funds in a government setting.

Skill in establishing cooperative work relationships with those contacted in the course of work.

Skill in supervising subordinate staff.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Accounting or related field; and four (4) years of increasingly responsible bookkeeping and clerical accounting experience, one (1) year of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- Two (2) years of supervisory experience.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.